

**REPORT OF SELECTED RECORDS MANAGEMENT ACTIVITIES**

NAME OF PERSON REPORTING	TITLE	ORGANIZATION	REPORT FOR YEAR ENDING		
			DEPARTMENTAL (cubic feet)		
			CURRENT FILE ROOMS AND OFFICES (a)	STAGING HOLDING AND OTHER STORAGE AREAS (b)	TOTAL (c)
			FIELD (cubic feet)		
ITEMS	CURRENT FILE ROOMS AND OFFICES (a)	STAGING HOLDING AND OTHER STORAGE AREAS (b)	CURRENT FILE ROOMS AND OFFICES (d)	STAGING HOLDING AND OTHER STORAGE AREAS (e)	TOTAL (f)
1. RECORDS ON HAND-BEGINNING OF FISCAL YEAR .....					
2. RECORDS DISPOSED OF .....					
3. RECORDS TRANSFERRED .....					
4. RECORDS ON HAND AT END OF FISCAL YEAR .....					
5. RECORDS CREATED-DURING FISCAL YEAR .....	QUANTITY	DOLLAR VALUE	REMARKS		
6. RECORDS SALVAGED .....					
7. FLOOR SPACE RELEASED FOR RE-USE (square feet) .....					
8. EQUIPMENT UTILIZATION					
9. FILING EQUIPMENT APPROVED FOR PURCHASE .....					
10. FILING EQUIPMENT APPROVED FOR ACQUISITION .....					
11. FILING EQUIPMENT REQUESTS DISAPPROVED .....					
COMMENTS:					

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NOTE: Include nonrecord reference material, but exclude reference material in bookcases, library material, and stock of publications and blank forms maintained for distribution.

1. The figures used for this item should agree with the records reported on hand at the end of the last fiscal year.
2. Report under this item the number of cubic feet of records destroyed during this fiscal year.
3. (a) and (b) are self-explanatory.
3. (c) Report under this item the number of cubic feet of records transferred to Government agencies outside of the Department of Health, Education, and Welfare.
4. Report under this item the volume of cubic feet of records on hand at the end of the fiscal year determined by actual measurement.
5. Report under this item the figure obtained by adding the totals of Items 2, 3(a), 3(c) and 4, and subtracting the figure under Item 1 from this total.
6. For correspondence, report under this item the figure obtained by multiplying the total under Item 2 by 30, and then multiply by 1¢. To obtain the figure to be used for tabulating listings and cards see the Records Management Manual, Chapter I-30. In addition, the Social Security Administration Records Officer will report the figure received from the contractor.
7. Report under this item the figure obtained by adding the totals of Items 2 and 3, dividing this figure by 6, and multiplying the result by 7. Obtain value figure by multiplying the number of square feet by \$3.00.
8. Report as follows:
  - A. Number of pieces of filing equipment emptied by the transfer and disposal of records.
  - B. Number of pieces of filing equipment purchased.
  - C. Number of pieces of filing equipment obtained from excess.
  - D. Number of pieces of requested filing equipment disapproved.

The operating agency records officer will report on Items B, C, and D where central approving authority is maintained.

VALUE

Under this item report the dollar value obtained for Items 6, 7, and 8 respectively.

REMARKS

Under this heading indicate the kind and type of filing equipment covered by Item 8 (in addition to any other remarks).

CALCULATION OF VOLUME - 1 Letter size file drawer = 1½ cubic feet.  
1 Legal size file drawer = 2 cubic feet.  
1 Filled wastebasket = 1 cubic foot.  
1 Bookcase section = 2½ cubic feet.

SPACE

1 filing cabinet, legal or lettersize, or (1) vertical stack of transfer cases, or (1) file shelf or vertical stack of file shelves equals 7 square feet of floor space.

NOTE

See Department Records Management Manual, Chapter 1-30, for complete explanation of standard measurements and value.